

## Annie Khan

### OBJECTIVE

As a young, dynamic & career – oriented person with high level of analytical skills willing to contribute in a Competitive Environment with equal opportunities and advancement for decision making necessary for the organizational growth.

### SKILLS & ABILITIES

#### TECHNICAL SKILLS

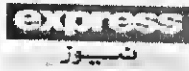
TIME MANAGEMNET  
DECISION MAKER  
WORK UNDER PRESSURE  
INTERNAL AUDITS  
INTERPERSONAL SKILLS

#### PERSONAL SKILLS

DEVOTED  
GOAL ORIENTED  
HARD WORKER  
TEAM LEADER  
ORGANIZED

### EXPERIENCE

#### FINANCE MANAGER - EXPRESS TV (LAKSON MEDIA)



From June 2014 Till To date.

Organize and maintain financial records for the Company, compile, verify, and analyze financial information and prepare financial reports and accounting statements.

Responsible for annual budgeting, budget Controlling, funds management, & cost analysis.

Responsible to financial accounting, Internal Auditing & Cash Flow.

Posting, checking & verification of all transactions and processing payments

Responsible for all filings and correspondence related to Federal And Provincial Tax Authorities

Preparation of all tax records on IRIS, SRB, FBR and PRA.

Prepare Monthly Trade Creditor Aging, Monitor and control the credit accounts

Coordinate & Assist External Audit Team for Annual Company Audit.

Handle the tasks of equity research and debt financings

#### FINANCE MANAGER – EVERNEW GROUP OF COMPANIES



From April 2009 Till June 2013

Responsible for Financial and Strategic Planning, Budget Management, costing & P&L Management.

Handled the tasks of managing financial accounting, Auditing & Cash Flow Management of the organization

Responsible for annual budgeting, budget Controlling, funds management, & cost analysis.

Responsible for analyzing market trends and competitors

Formulate long term and strategic business plans.

Prepare Monthly Trade Creditor Aging, Monitor and control the credit accounts

## ASSISTANT MANAGER FINANCE - JCR-VIS

**JCR-VIS**  
Credit Rating Co. Ltd

From April 2007 Till Aug 2008

Focus on Analysis of Financial Statement of all Listed companies of Pakistan

Rated Mutual Funds as per their financial position

Analysis Financial Statements of all Publics Listed Companies.

Work of Risk Assessment.

Prepare Ration Analysis for Company Ration with the help of Financial Ratios.

To prepare the monthly sales reports as directed

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### EDUCATION

**MPHIL – IN FINANCE & INVESTMENT - CONTINUE**

*Karachi University- Karachi*

**CIMA – FINAL STAGE III - CONTINUE**

*Chartered Institute Of Management Accountants – London*

**MBA FINANCE FROM FEDERAL URDU UNIVERSITY KHI IN 2007**

*2 years Program, faculty of Business Administration*

**B.COM FROM KARACHI UNIVERSITY IN 2005**

*Faculty of Business Administration University of Karachi*

**BOARD OF INTERMEDIATE EDUCATION KARACHI IN 2001**

*Inter in Pre medical, Faculty of Medical Science*

**BOARD OF SECONDARY EDUCATION KARACHI IN 1999**

*In Faculty of Science*

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### CERTIFICATION

From Sindh Board Of Technical Education Karachi

1 (1/2) year Diploma in computer science, in software technology. Comprehensive working background in MS – Office tools.

from American Institute of Language Center

One-year diploma in English Language

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### COMMUNICATION

Good Communications Skills,



ENGLISH Professional working proficiency



URDU Professional working proficiency

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### HOBBIES

Outdoors Camping, Sea Side, Driving,

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### EXTRA ACTIVITIES



Linked in

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### PHYSICAL STATUS

Possess sound physique with good health

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### REFERENCES

References will be furnished upon demand and interview if required.